Function: Process Payment Vouchers

OBJECTIVE:

To process vendor invoices/bills on the MFASIS Accounting system

SOURCE DOCUMENTS NEEDED:

Original vendor invoice, bill or payment voucher and supporting receipt documentation

- For open market purchase orders:
  - the open market purchase order form
  - original bill or invoice
- For special service agreements:
  - original bill or invoice (write on the encumbered PO #)
  - a copy of the agreement (unless it is already on file at the Bureau of Accounts and Control)
- Payment Voucher form (optional for on-line agencies)
- Accounts Payable Transmittal form

PROCEDURES:

See User Procedure Section

SYSTEM INPUT:

See System Input Section

SCREENS TO BE USED:

- Payment Voucher (PV)

Function: Process Payment Vouchers

NARRATIVE

A payment voucher (PV) represents the initial point at which liability for payment is incurred. Only payment vouchers with valid vendors can be processed through the MFASIS system. The Bureau of Accounts and Control will maintain the Vendor Master Table centrally.

The payment voucher may be the only transaction used in the expenditure accounting process. It is always the last transaction used in the flow of expenditure accounting transactions. The various possible transaction combinations are listed below. The actual stream to be followed will depend entirely upon the purchasing circumstances.

Requisition	Purchase Order	Payment Voucher
RQ		PV
RQ	PO	PV
	PO	PV
		PV

RQ >PV: Requisition directly to the payment voucher (PV).

This flow should be used when a pre-encumbrance of funds is desired prior to payment of the invoice.

RQ >PO >PV: Requisition to purchase order to payment voucher.

This string of transactions should be used to pre-encumber funds, encumber funds, and to pay for goods and services. This option should only be used for confirming requisitions, contract releases, and commodity purchases not qualifying for open market purchases.

PO >PV: Purchase order directly to payment voucher.

This string of transactions should be used to encumber funds and pay for goods and services. This option should be used for contracts, grants and purchase orders prepared without accompanying requisition.

PV: Payment Voucher only.

The payment voucher alone should be used:

1). to pay for goods and services when a pre-encumbrance or encumbrance is not required, or

2). to reimburse in-state travel expenses (See the PROCESS TRAVEL TRANSACTIONS section for details), or

3). to process all open market purchases, contracts and grants which are not encumbered and all special service agreements ($ 1200 contracts).

An important feature in the MFASIS system is the ability to schedule payments to a vendor. There are three options available to schedule payments: a) the user may enter the date the payment voucher is to be paid in the Sch Pay Date field, b) if the scheduled payment date field is not entered in the payment voucher, the system will schedule the payment using the value entered in the Pay Day of the vendor in the Vendor Master table, c) if the Pay Day for the vendor is not entered on the Vendor Master table, the system will use the system wide payment lag, which is defined as 10 calendar days. This last option means that if no scheduled pay date is entered into the system the check will be issued to the vendor 10 calendar days after the transaction has been accepted by the system (accepted is defined as having all required approvals and passing all system edits).

ACCOUNTING ACTIVITIES

If a requisition is referenced, the PV will debit reserve for pre-encumbrances and credit pre-encumbrances. If a purchase order is referenced, reserve for encumbrances will be debited and encumbrances will be credited in the general ledger. The PV will generally debit expenditure/ expenses, and credit vouchers payable. PV accounting transactions are posted, after acceptance by the system, to the accounting period in which they are entered into the system (unless a different accounting period is specified). The date of disbursement (issuance of the check) is not taken into consideration.

BULLET SHEET FOR PAYMENT VOUCHERS

- All Payment Vouchers must be batched putting any over $250 together and any under $250 together. (See detailed instructions on batching under MISCELLANEOUS REFERENCE.)

- On-line agencies that require split coding on open market purchase orders should prepare an Open Market Purchase Order form, a Payment Voucher form, and an Accounting Distribution sheet if more than four lines of accounts are to be coded, and process the data with a PV transaction. Off-line agencies will prepare the Open Market Purchase Order form, a Payment Voucher form, and an Accounting Distribution sheet, if necessary, and submit them to the BAC data entry section.

- With MFASIS, the current partial payment form process will no longer be necessary. This will be handled on-line through the P/F field in the PV transaction.

- Multiple vendor invoices from the same vendor can go on the same PV transaction with a separate PV line for each vendor invoice. A vendor invoice may take up more than one PV line if more than one account distribution is needed for that vendor invoice. This will give the vendor receiving payment more detail information to credit the check properly in the vendor's records.

- To process one check per payment voucher, code a Y in the Single Check Flag indicator.

- The agencies will enter a pre-determined check category code on all PV transactions for utility payments. This will allow the Bureau of Accounts and Control to attach remittances to these payments. *

- If a remittance advice (other than a utility payment) is to be attached to the check, enter your agency's check category code in the Check Category field. The checks will be distributed back to the agency. Valid check category codes are on the Check Category Table (CCAT).

- On-line agencies should not forward Payment Vouchers or individual invoices to the Bureau of Accounts and Control without first entering and applying the agency approvals and performing a quick edit. DO NOT forward any PV's with errors. If on SUSF, you do not see PEND 4 or PEND 5, it is not ready to submit to BAC. Fix errors, then submit.

* (Note: Agencies have the option to keep the stubs and put their own check category, to have the checks returned to them.)

Function: Process Payment Vouchers

FORMS

A. **PAYMENT VOUCHER FORM**

B. **ACCOUNTS PAYABLE TRANSMITTAL FORM**

C. **ACCOUNTING DISTRIBUTION SHEET**

Function: Process Payment Vouchers

USER PROCEDURES

ON-LINE AGENCIES

A. PROCESS PAYMENT VOUCHERS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Receipt of invoice from vendor.	Agency accounting unit	Follow agency internal procedures for review and validation of vendor invoice. Prepare for processing: a) stamp each invoice with the standard MFASIS stamp and fill in the vendor code, the payment voucher's document ID, the accounting distribution, and the document total b) complete a Payment Voucher form (Optional) c) complete an Accounts Payable Transmittal form (Mandatory) d) attach to the invoice proper supporting documents (receipts, agendas, contract #'s).
2. Receipt of reviewed and properly coded invoice.	Agency authorizing signature	Sign each invoice authorizing payment.
3. Receipt of agency reviewed and authorized vendor invoice.	Agency personnel	Enter PV transaction data into the system. See the SYSTEM INPUT GUIDELINES section for data input instructions. If the vendor is not on the Vendor Master Table then see the PROCESS VENDOR UPDATES section for instructions on how to have a vendor added to the table.

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		Perform a quick edit on the transaction, apply agency level approval, and put the transaction on hold.
4. Receipt of PV transactions entered into MFASIS. **NOTE**: Steps 3 and 4 may be completed simultaneously if security for your agency has been established to allow the same person to enter and process final approval of the transaction. Please see your agency security coordinator to determine if this is the case.	Agency supervisor Agency personnel	Apply agency level approval and put the transaction on hold. Forward a hard copy of all Vendor Invoices entered on the system and the Accounts Payable Transmittal form (with required attachments and signatures) to the Bureau of Accounts and Control-Pre Audit.
5. Receipt of batched PV transactions from agency (hard copy- original documents with appropriate attachments).	BAC (Pre-Audit Section)	Review the document for completeness. (Original document, appropriate signatures and coding, correct attachments.) Send back PVs which need correction by agencies. (This should occur rarely.) Access the PV document on the MFASIS system. Match information on hard copy to screen display. Perform a visual pre-edit. Approve PV transaction for payment and schedule it for off-line processing. Return to agency any documents for PVs not found on the system, or invoices which do not match PV documents found on the system. (This should occur rarely.)

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
6. Receipt of A601A.	BAC (Pre-Audit Section)	Pull payment vouchers rejected on overnight edits. Return to agencies for correction and resubmission. (This should occur rarely.) Forward all invoices which were accepted by the MFASIS System to the Bureau of Accounts and Control Records Unit.
7. Receipt of invoices accepted by the system.	BAC (Records Unit)	Film on Kodak system. Index on Kodak system. File documents for three months.

OFF-LINE AGENCIES

A. PROCESS PAYMENT VOUCHERS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Receipt of invoice from vendor.	Agency accounting unit	Follow agency internal procedures for review and validation of vendor invoice. Prepare for processing: a) stamp each invoice with the standard MFASIS stamp and fill in the vendor code, the payment voucher's document ID, the accounting distribution, and the document total b) complete a Payment Voucher form (Mandatory) c) complete an Accounts Payable Transmittal form (Mandatory) d) attach to the invoice proper supporting

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		documents (receipts, agendas, contract #'s)
2. Receipt of reviewed and properly coded invoice.	Agency authorizing signature	Sign each invoice authorizing payment.
3. Receipt of correct, accurate, and agency-authorized invoice from the vendor.	Agency personnel	Forward Payment Voucher form, Accounts Payable Transmittal form, original invoice and the supporting documents to the Bureau of Accounts and Control.
4. Receipt of PV documents.	BAC	Enter PV transaction data into the system. See the SYSTEM INPUT GUIDELINES section for data entry instructions. If the vendor is not on the Vendor Master Table then see the PROCESS VENDOR UPDATES section for instructions on how to have a vendor added to the table. Perform a quick edit on the transaction. Return to agency any PV transactions which are rejected by the system. (This should occur rarely.) Apply the agency level approvals. Forward a hard copy of all agency-approved PV transactions entered onto the system to the Pre-audit section in BAC.
5. The PV transaction has been entered and approved by the data entry section and the hard copy of the original documents with appropriate attachments is received.	BAC (Pre-Audit Section)	Review the document completeness. (Original document, appropriate signatures and coding, correct attachments.) Send back hard copy invoices which need correction by agencies. (This should occur rarely.) Access the remaining PV documents on the MFASIS system.

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		Match information on hard copy to screen display. Perform a visual pre-edit. Approve PV transaction for payment and schedule it for off-line processing. Return to agency any documents for PVs not found on the system, or invoices which do not match PV documents found on the system. (This should occur rarely.)
6. Receipt of A601A	BAC (Pre-Audit Section)	Pull payment vouchers rejected on overnight edits. Return to agencies for correction and resubmission. (This should occur rarely.) Forward all invoices which were accepted by the MFASIS System to the Bureau of Accounts and Control Records Unit.
7. Receipt of invoices approved for payment.	BAC (Records Unit)	Film on Kodak system. Index on Kodak system. File documents for three months.

PAYMENT VOUCHER (PV)

```
FUNCTION:                 DOCID: PV   01A  380602043PD     06/05/98 10:11:07 AM
   STATUS: ACCPT           BATID:                   ORG:
 H-                            PAYMENT VOUCHER INPUT FORM

     PV DATE: 06 02 98   ACCTG PRD:       BUDGET FY:
     ACTION: E      PV TYPE: 9                      SCH PAY DATE:
     OFF LIAB ACCT:              FA IND:     DOCUMENT TOTAL:         989.32
           EFT IND:    APPLICATION TYPE:        USE TAX AMT:           0.00
                            ACCRUAL IND:     CALC DOC TOTAL:         989.32
       VENDOR CODE:                 CHECK CATEGORY:    SINGLE CHECK FLAG:
       VENDOR NAME:                                             TAX CODE:
             ADDR1:
             ADDR2:
             ADDR3:
       FREIGHT IND:                FREIGHT TOT:                FREIGHT I/D:
         TOTAL AMT:                TOT AMT I/D:    CALC TOT AMT:
         TOTAL QTY:                TOT QTY I/D:    CALC TOT QTY:
     SELLER:  FUND:              AGCY:                       ORG:      SUB-ORG:
         APPR UNIT:              ACTV:      FUNC:      REV SRC:      SUB-REV:
            JOB NO:              RCAT:                    OBJECT:      SUB-OBJ:
```

```
FUNCTION:                 DOCID: PV   01A  380602043PD     06/05/98 10:11:30 AM
   STATUS: ACCPT           BATID:                   ORG:          001-002 OF 002
     LN    REFERENCE          COM   VENDOR     INV
     NO CD NUMBER          LN  LN    INVOICE    LN         DESCRIPTION
     -- -- --------------- --  --- ------------ --- ---------------------------
     D                SUB                 FUNC     SUB REV SUB
     T FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV JOB NO
     - ---- ---- ------- --------- ---- ---- ------- ------- --------
               BS
     REPT CAT ACCT    QUANTITY    I/D FREIGHT AMOUNT I/D     AMOUNT     I/D
     -------- ---- -------------  -  -------------  -  -------------  -
     TAX CODE   TAX AMOUNT    TOTAL AMOUNT  P/F
     -------- ------------- -------------  -
 01- 01                                             03/98 ANIMAL WELFARE
       014  01A  5500    052               4939
                                                                989.32
                                   989.32
 02- 01 RE 18P 23118919R

                                                                989.32
                                   989.32
```

The Payment Voucher (PV) authorizes the spending of money. You can use it to pay an outside vendor or to transfer money within your entity.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Identifies this as an new entry (new document). ***Modification [M]*** This lets you add lines to a previous document, change the amounts of existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Voucher Type	Default is ***1***. Valid values are: ***1*** This document concerns payment to an outside vendor. ***9*** This document concerns an internal purchase/sale, referencing an intragovernmental receivable (RE). ***A through Z*** This document concerns a voucher provided through an external interface with a State agency.
Scheduled Pay Date	Default automatically assigns a date according to the following rules: If Vendor (VEN2) has a value recorded in **Scheduled Payment Day** for this document's vendor, that value is used. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next

	month.
Field	**Description**
	The **System Payment Lag** on System Control Options (SOPT) is used when no other date or payment day is specified. The payment lag is the number of days from the voucher date when you want to issue payment. When both **Scheduled Payment Day** on Vendor (VEN2) and **System Payment Lag** on System Control Options (SOPT) are blank, the system date will be used. Applies only to vouchers for outside vendors. Enter the date when you want the check for this payment voucher issued, if you want to override the system computed date. You can change scheduled payment dates on payment voucher modifying transactions or through Payment Voucher Scheduling (SCHD).
Offset Liability Acct	Default assigns the value entered in **Vouchers Payable** on System Special Accounts (SPEC). Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Fixed Asset Indicator	Default is ***No Change [blank]***. Valid values are: ***Create One Shell [F]*** The system will create one Fixed Asset Acquisition (FA) document for each line on this document. ***Create Multiple Shells [Q]*** The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in Quantity for each line on this document.
Document Total	Required. Enter the net amount of all lines on the document. To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger, and enter that amount.
EFT Indicator	Defaults to ***Default [blank]***. Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select ***Yes [Y]*** and enter a valid application type to select this voucher for electronic funds payment. If ***Default [blank]*** is selected, this field defaults to ***Yes [Y]*** when **EFT Status** is ***Active [A]*** on Vendor (VEN2); otherwise, this field defaults to ***No [N]***.
Application Type	Conditional. Required if **EFT** is set to ***Yes [Y]***. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values.

	If **EFT** is set to ***Yes [Y]*** the application type infers from Electronic Funds Transfer
Field	**Description**
	(1 of 2) (EFTT). Otherwise, the user must supply this field.
Use Tax Amount	Display only. This field shows the total amount of tax calculated for this document if the tax codes used on the document are use tax. This amount plus the document total entered by the user must equal the calculated document total.
Accrual Indicator	Default is ***Not an Accrual [blank]***. Valid values are: ***Accrual [A]*** Used to designate the payment voucher as paying for goods or services received in the previous fiscal year. ***Not an Accrual [blank]*** The payment voucher will not be designated as paying for goods or services received in the previous fiscal year.
Calculated Total	Display only. This field contains the system-computed total of the line amounts.
Vendor Code	Conditional. Required on vouchers for outside vendors if your installation requires vendor codes (for example, if **Vendor/ Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***.) Leave blank on intragovernmental vouchers. Enter the code for the vendor you want paid as a result of this document. See Vendor Index (VEND) for valid values.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. The use of check categories is optional. See Check Category (CCAT) for valid values.
Single Check	Defaults to ***Yes [Y]*** if the vendor is specified on Vendor (VEN2) as a miscellaneous vendor or if the Voucher Type is "A" through "Z". Otherwise, specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (VEN2). Select ***Yes [Y]*** if you want a separate check printed specifically for this voucher. If ***No [N]*** is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification document, select ***No Change***.
Name	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the name you want printed on checks. Otherwise, the name for checks is inferred from Vendor (VEN2).

Tax Code	Leave blank.
Field	**Description**
Vendor Address (1-3)	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the address you want printed on checks. Otherwise, the address for checks is inferred from Vendor (VEN2).
FREIGHT	
Freight Indicator	Leave blank.
Freight Total	Leave blank.
Freight Inc/Dec	Leave blank.
Total Amount	Leave blank.
Total Amount Inc/Dec	Leave blank.
Calculated Total Amount	Leave blank.
Total Quantity	Leave blank.
Total Quantity Inc/Dec	Leave blank.
Calculated Total Quantity	Leave blank.
SELLER ACCOUNT	
Fund	Leave blank.
Agency	Leave blank.
Org/Sub	Leave blank.
Appropriation Unit	Leave blank.
Activity	Leave blank.

Function	Leave blank.
Rev Source/Sub	Leave blank.
Field	**Description**
Job Number	Leave blank.
Report Category	Leave blank.
Object/Sub	Leave blank.
Offset Receivable Account	Leave blank.
BS Account	Leave blank.
LINE INFORMATION	
Line Number	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Reference Number	Conditional. Required if this line concerns items previously recorded on a requisition, purchase order, or payment voucher; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Reference Line Number	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number, from the purchase order document, of the item being referenced.
Commodity Line	Leave blank.
Vendor Invoice	Conditional. Required if Voucher Type is ***1***. Optional otherwise. Enter the vendor invoice number.
Invoice Line	Leave blank.
Description	Optional. Enter the general descriptive information you want recorded with this document line.

Discount Type	Leave blank.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and
Field	**Description**
	organization entered on this document. Otherwise, enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Conditional. Enter the agency paying for the item on this line. For transactions that require a balance sheet account code, an agency must be entered if **Reporting Category** is entered; otherwise, agency is optional on balance sheet transactions. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. For transactions that require a balance sheet account code, this field is optional. Otherwise this field is required. Enter the organization paying for the item on this line. See Organization Index (ORGN) for valid values.
Sub-Org	Conditional. **Organization** must be entered before you can enter this field. Enter a sub-organization on expenditure transactions if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y], or*** ***Required on Expenditure Transactions [3].*** Required on revenue transactions if Sub-Organization Required on Revenue on Organization (ORG2) is ***Required [Y]***. Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.
Appropriation Unit	Required if **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Required when the transaction is entered with a closed budget fiscal year. The appropriation must be open and must be applicable to the budget fiscal year entered for the transaction. See Appropriation Inquiry (EAP2) for valid values.
Activity	Optional. Default is inferred from Organization (ORG2), if it is included there. Otherwise, enter an activity if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Optional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise enter a valid function.

Field	**Description**
Object	Conditional. For transactions that require a balance sheet account code, this field is optional. Otherwise, enter the object that best describes the item named on this line. See Object Index (OBJT) for valid values.
Sub-Object	Conditional. **Object** must be entered before you can enter this field. Enter the sub-object on expenditure documents if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (EXP2) or Expense Budget Inquiry (EEX2). See Sub-Object (SOBJ) for valid values.
Rev Source/Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
Job Number	Optional. Enter a project number. If you do not use project accounting, you may enter a general reporting category code.
Reporting Category	Conditional. This field is required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) or Federal Aid Inference (FAIT) for valid values.
BS Account	Conditional. If Object and Revenue Source are blank this field must be entered. If Object or Revenue Source are used this field must be blank. Enter the balance sheet account to be charged for the purchase of this line item. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC). However, you can enter the default fund balance account.
Quantity	Conditional. Required if **Fixed Asset Indicator** is ***Create Multiple Shells [Q]***. Otherwise, this field is optional. Enter the number of items paid for.

Quantity Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Quantity** is increasing, or ***Decrease [D]*** if **Quantity** is decreasing.
Freight	Leave blank.
Freight Inc/Dec	Leave blank.
Field	**Description**
Amount	Required. Enter the line amount for this payment voucher document. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Amount Inc/Dec	Defaults to ***Default [blank]*** on a new document. Indicates whether the amount is an ***Increase [I]*** or ***Decrease [D]***. ***Decrease [D]*** is valid on new entries as long as a requisition is not being referenced. ***Decrease [D]*** is used on new entries to record credit memos. You cannot reference a requisition when this indicator is ***Decrease [D]***, even on modifying transactions. If you are modifying a previous purchase order that had a requisition reference, do not type the reference on the modifying transaction. The requisition reference is not stored in Open Purchase Order Line Inquiry (OPOL).
Tax Code	Leave blank.
Tax Amount	Leave blank.
Total Amount	The total line amount calculated by the system is displayed. This value is reached by adding the adjustment amount, including freight and/or tax, to the amount entered.
Partial/Final	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select

	Final [F] if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount.